

Health Project Assistant

MILWAUKEE HEALTH DEPARTMENT: FAMILY AND COMMUNITY HEALTH SERVICES

The eligible list resulting from this examination may be used to fill other similar positions.

THE PURPOSE: The Health Project Assistant assures the efficient operation, maintenance and quality assurance of the **Fetal and Infant Mortality Review (FIMR) Program**; abstracts medical and social service system records' data on all City of Milwaukee fetal and infant deaths; and assists with program reporting and data analysis

ESSENTIAL FUNCTIONS:

- **Medical Record & Social Service Record Abstraction**
 - Read and compile data from prenatal, postnatal, hospital, pediatric and additional records on fetal and infant deaths
 - Collect case information and produce working case narratives and summaries on fetal and infant death cases
- **Information System Management**
 - Input FIMR data into Microsoft Access and Excel databases
 - Maintain timely and accurate data input, processing, and analysis
 - Develop necessary program forms needed for database data entry
 - Make suggestions for improving data management and reporting systems
- **Program Operations/Support**
 - Assist with program strategic planning, quality assurance, academic research support, annual and quarterly program statistics, and program reports to funding agencies
 - Work with contract Maternal Interviewers to provide them with up-to-date family information
 - Liaise with FIMR Case Review Team and community organizations to maintain FIMR community ties
 - Provide training to other FIMR teams around the State, as needed
 - Perform other job-related duties as assigned

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Public Health, Social Work, or other related field from an accredited college or university.
AND

One year of experience with relational databases or working with or reading medical records or performing duties related to this position.

Equivalent combinations of training and experience may also be considered.

2. Valid driver's license and a properly insured vehicle at time of appointment and throughout employment. Car allowance is provided.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of medical abbreviations, acronyms and terminology
- Knowledge of computers
- Ability to work with data information systems
- Advanced or intermediate database skills
- Analytical skills
- Interpersonal skills
- Organizational skills
- Oral communication skills
- Written communication skills
- Presentation skills
- Math skills including knowledge of fractions, percentages, ratios & proportions

Health Project Assistant (FCHS)

THE CURRENT SALARY RANGE (5F). The annual rates for Health Project Assistant are \$41,495 - \$46,975.
Recruitment is at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance exams; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral or performance exams. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 24, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

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HEALTH PROJECT ASSISTANT